



**DEPARTMENT OF THE ARMY  
HHC, U.S. ARMY GARRISON – FRANCONIA  
UNIT 26622  
APO AE 09244**

IMEU-WUZ-HH

25 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #14 – Family Care Plan

1. Reference AR 600-200
2. All Soldiers who are single or dual-military with dependents in USAREUR who are under the age 18 or adult family members incapable of self-care must have a family care plan. Divorced Soldiers who have visitation rights in excess of thirty days must also have family care plans.
3. Family Care Plans will include:
  - a. DA Form 5304-R (Family Care Counseling Checklist).
  - b. DA Form 5305-R (Family Care Plan) or a detailed plan containing at least the information found on DA Form 5305-R.
  - c. DA Form 5840-R (Certificate of Acceptance as Guardian or Escort) for every escort and guardian from their home to the guardian. DA Form 5840-R must be notarized.
  - d. DA Form 5841-R (Power of Attorney) for escort and guardian from their home to the guardian. DA Form 5841-R may be substituted with a power of attorney if it contains similar authority for the escort or guardian.
  - e. DD Form 1172 (Application for Uniform Services Identification Card) for each dependent family member.
  - f. DD Form 2558 (Authorization to Start, Stop, or Change an Allotment for Active Duty Personnel) or proof of other adequate financial arrangements for the care of dependent family members. Financial arrangements must be made from their home to the guardian.
  - g. Letters of Instruction to each escort and guardian. Letters will contain pertinent information not found on other forms.

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h. Will for dependents (OPTIONAL). Soldiers are encouraged to consult with legal assistance, prepare a will for their dependents, and indicate the location of their will in their family care plan.

4. Personnel will be given 30 days to develop and fully document their family care plans.
5. Family care plans will be re-certified annually.
6. Soldiers who require family care plans will be flagged if they fail to complete a plan for their dependents, within 30 days of notification by the commander.

DARRELL J. OTTO  
CPT, SC  
Commanding

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